

Name: Ryan Stawely
Taborca ID: 53492
Date of Hire: 9.12.19
Date of Re-Act: / /

New employee set up

- ☒ E-verify
- ☒ Hire Right EE
- ☒ Hire Right Internal (upload any list A docs)
- ☒ Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- ☐ Notice to Employee Completed

- ☐ Added to Orientation Time Sheet
- ☐ Attended New Hire Orientation
- ☐ Background Check
- ☐ New Hire List (All fields)
- ☐ Check Taborca Profile (All fields)
- ☐ Upload Resume and Skills Tests (one doc)
- ☐ Upload Food Handler's Card

Re Act employee set up (See Re Act Process for more detail)

- ☐ File and 19 pulled (new one created/done in Hire Right if old ones are gone)
- ☐ Re Act onboarding if initially hired before 1/1/16
- ☐ Check W4
- ☐ Check all demographic info and availability
- ☐ Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- ☐ Complete Notice to Employee with updated pay if necessary
- ☐ Verify pay option (notify payroll) and take steps to Re Act any old pay options still current
- ☐ Run new BGC if more than 1 year since last shift worked
- ☐ New orientation/place on time sheet if it's been over a year since last shift
- ☐ New Hire List (all fields)
- ☐ Delete employee from the INA/TER spreadsheet if they are on it

Bartenders Test

Score 37.35

Multiple Choice (6 points)

1) Carbonation _____ the rate of intoxication.

a) Slows down

b) Speeds up

c) Does nothing to

2) What are the six most commonly used spirits?

a) Sweet and Sour, Triple Sec, Grenadine, Midori, Lime Juice and Cranberry Juice

b) Vodka, Whiskey, Gin, Bourbon, Rum and Tequila

c) Chardonnay, Cabernet Sauvignon, Champagne, Merlot, Sauvignon Blanc, Zinfandel

d) Kahlua, Vodka, Frangelico, Gin, Tequila, Spiced Rum

3) You can accept an expired ID as long as all other information is correct.

a) True

b) False

4) If someone has had too much to drink, serving them coffee will help sober them up.

a) True

b) False

5) What are the acceptable forms of ID for Alcohol Consumption?

a) State or Government issued ID Card or Drivers License

b) Passport or Passport ID Card (as long as it lists the person's date of birth)

c) School ID or Birth Certificate

d) A & B

e) A, B & C

6) If there is no shaker tin available to scoop ice for a drink, it is okay to use a glass.

a) True

b) False

Vocabulary (9 points)

Match the word to its definition

- I "Straight Up"
- E Shaker Tin
- C "Neat"
- A Muddler
- B Strainer
- F Jigger
- G Bar Mat
- D "Float"
- H "Back"

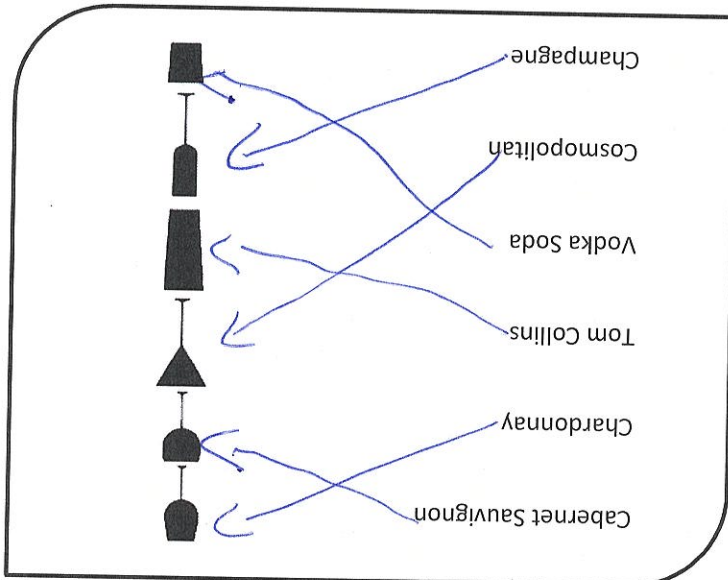
- a.) Used to crush fruits and herbs for craft cocktail making
- b.) Used with the Shaker Tin to prevent solid material from entering a cocktail glass when poured
- c.) To serve chilled liquor in a chilled stemmed cocktail glass with no ice
- d.) To pour 1/2 oz of a liquor on top
- e.) Used to measure the alcohol and mixer for a drink
- f.) Used to mix cocktails along with a pint glass and ice
- g.) Used on the bar top to gather spills
- h.) Requesting a separate glass of another drink
- i.) Means to serve spirit room temperature in a rocks glass with no ice

Bartenders Test

Score / 35

Glassware (6 points)

Match the correct glass to the drink



Answer and Question (14 points)

Provide examples of 3 brand name "top shelf" spirits (3 points):

Jack Daniels, Grey Goose, Bombay Sapphire

What are the ingredients in a Manhattan?

Rye or Whisky, dry vermouth, bitters

What are the ingredients in a Cosmopolitan?

Vodka, lime juice, cranberry juice

What are the ingredients in a Long Island Iced Tea?

Vodka, Gin, Rum, triple sec, Sweet N'Sour, Coke

What makes a margarita a "Cadillac"?

Grand Marnier

What is simple syrup?

Sugar diluted with water

Is it legal to pour liquor from one bottle into another? What is this called? (2 points)

Yes, No, it's called marrying liquor

What should you do if you break a glass in the ice?

Mark the ice & clean out the ice bin

When is it OK to have an alcoholic beverage while working?

Never

What does it mean when a customer orders their cocktail "dirty"?

Add olive juice

What are the ingredients in a Margarita?

Tequila, triple sec, Sweet N'Sour

Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

PLEASE PRINT

Full Name Ryan Staveland
Home Telephone (816) 207-8953
Other Telephone ()
Present Address 1336 SE Broadway Cir, Lees Summit, MO 64081
Permanent Address, if different from present address:
Email Address bigstave@icloud.com

EMPLOYMENT DESIRED

Position applying for: Bookends
Are you currently registered with any staffing and/or employment agencies? If so, please list
Salary desired: \$15

Are you applying for:
Full-time work? Yes ☒ No ☐
Part-time work? Yes ☒ No ☐
Temporary work, e.g., summer or holiday work? Yes ☒ No ☐
How did you find out about our open position? (Please check fill in proper name of source):
Referral ☐ Name of Referral _____
Company Website ☐ Other Web Posting ☒ Other Source ☐
Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working?
Tomorrow

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	AM	PM	Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates:			
	<u>9am</u>	<u>11pm</u>				
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						

PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☒ No ☐ If yes, when? _____

Do you have friends or relatives working for Acrobat Outsourcing? Yes ☒ No ☐ If yes, please state name and relationship _____

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No ☐
State age if you are under 18 _____. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No ☐
If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Pursuant to any and all Fair Chance Ordinances, we will consider for employment qualified applicants with arrest and conviction records.

EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE	DID YOU GRADUATE?
Huddleston Community College, Huddersfield, K.S.		Completed	Yes
Do you have any special licenses, certificates or special training? If so please list under "Special".	YES ☒	Associates	Yes
Are you computer literate? If so, list software knowledge under "Special."	YES		No
Are you proficient with Point of Sales Systems? If so please list which ones under "Special."	YES ☒		No
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."	YES		No
Special:	Food Handler License / Allstate		

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☐ No ☐ If so, may we contact your current employer? Yes ☐ No ☐

Name and Address of Employer _____

Type of Business _____ Telephone No. () _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. () _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. () _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Name and Address of Employer _____

Type of Business _____ Telephone No. () _____ Supervisor's Name _____

Your Position and Duties _____

Dates of Employment: From _____ To _____

Reason for Leaving: _____

Have you ever been fired from any previous place of employment? If so, please explain: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes _____ No _____

If so, describe: _____

JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: _____ Address: _____ Occupation: _____ Relationship: _____ Number of Years Acquainted: _____ Telephone No. () _____

Name: _____ Address: _____ Occupation: _____ Relationship: _____ Number of Years Acquainted: _____ Telephone No. () _____

Name: _____ Address: _____ Occupation: _____ Relationship: _____ Number of Years Acquainted: _____ Telephone No. () _____

Please Read Carefully, Initial Each Paragraph and Sign Below

RS I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

RS I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

RS I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

RS I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

RS Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature

Date

9-12-19

Anthony Williams

From: JotForm <noreply@jotform.com>
Sent: Tuesday, September 10, 2019 9:48 AM
To: Kansas City Team
Subject: Re: Employment Application Kansas City



First Name Ryan
Last Name Stavely
E-mail Address bigstave@icloud.com
Phone 8162078953
Address 1336 se Broadway cir
Unit or Number 0
City, State Lee's Summit, Missouri
Zip Code 64081
What region(s) are you applying to work within?
Kansas City

Which position(s) are you applying for?
Bartender
Are you applying for:
Part-Time
When can you start?
09-13-2019
Can you work overtime?
Yes

How did you hear about us?
Craigslisist
What days/times can you work? Select all that apply:
Friday AM
Friday PM
Saturday AM
Saturday PM
Sunday AM
Sunday PM

Have you ever applied to or worked for Acrobat before?
No
If hired, would you have reliable means of
Yes

transportation to and from work?
 if hired, can you present evidence of your legal right to live and work in this country?
 Are you able to perform the essential functions of the job for which you are applying?
 Name of School Hutchinson Community college
 City & State Hutchinson,KS
 Grade/Degree Associates degree
 Graduated? Yes
 Do you have any special licenses? (if so, label under "Special") No
 Are you computer literate? (if so, label which programs under "Special") Yes
 Are you proficient with Point of Sale systems? (if so, label which under "Special") Yes
 Do you have any experience, training, qualifications or special skills? (if so, label under "Special") Yes
 Special:
 Have worked in the industry for a long time and have skills with many different point of sale systems
 Are you currently employed? No
 Can we contact your current employer? Yes
 Name and Address of Employer Habaneros mexican Restaurant
 1008 se blue parkway
 Lees summit, MO 64063
 Type of Business Restaurant
 Phone Number 816554008

Your Position & Duties Worked in a fast paced environment thats been serving Lees Summit's best mexican food for over 20 years. Have helped create a multitude of regular bar guests that keep the restaurant seemingly busy and full of good times even during slower seasons. Daily handling of cash, daily cleaning duties done behind the bar before and after every shift. Created new cocktails which have made a lot of buzz and have guests excited for anything new that we might be doing on their next visit.

Date of Employment
(from/to):

05/2016-08/2019

Reason for Leaving

New opportunities

Still Employed:

No

Name and Address of

Bonefish Grill

Employer

5021 135th st

Type of Business

Restaurant

Phone Number

9132398856

Your Position & Duties

Described menu items/daily specials in detail and provided recommendations when requested. Accurately relayed the various ingredients and cooking methods employed. Handled cash, bussed tables, and input orders. Combined ingredients to make cocktails and drinks, collected expense and operated the cash register, provide food to clientele placed at bar, checked id of guests to make certain that they met age requirements for purchasing alcoholic beverages. Studied various regions in which our fresh fish comes from to be able to make the guest more knowledgeable of their meal. Setup the line and do prep cooking before opening every day. During Key Hourly shifts would basically assume the roll of management for the shift. Meaning having the restaurant setup and ready before opening, checking daily agendas, doing lineup with the employees highlighting new items and goals for the shift, and also speaking with guests throughout the shift making sure they were getting a premium experience.

Date of Employment
(from/to):

08/2014-05/2016

Reason for Leaving

Moved

Still Employed:

No

Have you ever been
fired from a previous

No

place of employment?
If yes, please explain:

First Name Richard

Last Name Stucky

E-mail Address stucky.richard@gmail.com

Phone +1 (316) 258-3886

Relationship: Former supervisor

Years Acquainted: 14

First Name Kristina

Last Name McCoy

E-mail Address kristina.l.mccoy@gmail.com

Phone (816) 589-7764

Relationship: Former manager

Years Acquainted: 3

First Name Allen

Last Name Henderson

E-mail Address Ripple858@gmail.com

Phone (816) 226-3679

Relationship: Former coworker and supervisor

Years Acquainted: 13

I hereby certify that I

have not knowingly

withheld any

information that might

adversely affect my

chances for

employment and that

the answers given by

me are true and

correct to the best of

my knowledge. I

further certify that I,

applicant, have

personally completed

this application. I

understand that any

omission or

misstatement of

material facts on this

application or on any

(Checked box indicates acknowledgement)

document used to
secure employment
shall be grounds for
rejection of this
application or for
immediate discharge if
I am employed,
regardless of the time
elapsed before
discovery.

I hereby authorize
Acrobat Outsourcing
to thoroughly
investigate my
references, work
record, education and
other matters related
to my suitability for
employment and,
further, authorize the
references I have
listed to disclose to
the company any and
all letters, reports and
other information
related to my work
records, without giving

(Checked box indicates acknowledgement)

me prior notice of
such disclosure. In
addition, I hereby
release the company,
my former employers
and all other persons,
corporations,
partnerships and
associations from any
and all claims,
demands or liabilities
arising out of or in any
way related to such
investigation or
disclosure.

I hereby authorize
Acrobat Outsourcing
and its authorized
representatives to
solicit information
regarding my
background, which
may include but not
be limited to,

(Checked box indicates acknowledgement)

information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history. I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and

(Checked box indicates acknowledgement)

(Checked box indicates acknowledgement)

that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative. I hereby acknowledge that I have read and understand the above statements.

Applicant Digital Signature (Type Name):

Ryan Stavelly
09-10-2019

Please Attach Resume Below

[Ryan J \(1\) \(1\).docx](#)

You can [edit this submission](#) and [view all your submissions](#) easily.

Ryan J. Stavelly

A highly talented and accomplished waiter, bartender, and manager

516 NE Corder St.

Cell(816)207-8953

Lees Summit, MO 64063

bigstave@netzero.net

A highly talented manager, waiter and bartender with extensive experience in coordinating entire station and communicating with front- and back-of-house personnel to provide a dining experience that meets or exceeds guest expectations; processing guest orders to ensure that all items are prepared properly and on a timely basis.
Incredible memory with the proven ability to quickly learn all aspects of new menus and specialties.
Reputation for putting guests at ease, handling large crowds, and maintaining composure in stressful situations.
Dedicated to maintaining a clean dining room and adhering to all safety and legal standards.
Comprehensive knowledge of alcoholic beverage mixing and serving.

Habanero's Mexican Restaurant-Lees Summit, MO from 05/2016 to present
Bartender and Server

Worked in a fast paced environment that's been serving Lees Summit's best mexican food for over 20 years. Have helped create a multitude of regular bar guests that keep the restaurant seemingly busy and full of good times even during slower seasons. Daily handling of cash, daily cleaning duties done behind the bar before and after every shift. Created new cocktails which have made a lot of buzz and have guests excited for anything new that we might be doing on their next visit.

Bonfish Grill-Leawood, KS from 08/2014 to 05/2016
Server/Bartender/Prep Cook/Key Hourly

Described menu items/daily specials in detail and provided recommendations when requested. Accurately relayed the various ingredients and cooking methods employed. Handled cash, bussing tables, and input orders. Combined ingredients to make cocktails and drinks, collected expense and operated the cash register, provide food to clientele placed at bar, checked id of guests to make certain that they met age requirements for purchasing alcoholic beverages. Studied various regions in which our fresh fish comes from to be able to make the guest more knowledgeable of their meal. Setup the line and do prep cooking before opening every day. During Key Hourly shifts would basically assume the roll of management for the shift. Meaning having the restaurant setup and ready before opening, checking daily agendas, doing lineup with the employees highlighting new items and goals for the shift, and also speaking with guests throughout the shift making sure they were getting a premium experience.

Snead's BBQ-Belton, MO from 11/2011 to 08/2014
Front-of-House Manager

Run all Front-of-House operations including making schedules, handling all finances, processing all payments, closing down the restaurant, employee training, guest relations, employee discipline, and changes in menu. Also created the catering menu and take care of all caterings done by the restaurant. Have increased business substantially since starting and lowered labor. Have helped improve a restaurant that's been around for 56 years.

Dos Hombres-Kansas City, MO from 06/2011 to 11/2011
Bartender

Worked in a fast paced environment including karaoke and poker nights. Provided excellent service and created new drinks that regulars enjoyed. Checked all Id's and made sure that everything was in compliance with state alcohol regulations. Continually kept bar stocked with glasses, ice, liquor, garnishments and other supplies. Handled all cash and ran register.

Guicho's Mexican Grill & Cantina- Belton, MO from 12/2007 to 04/2011
Head Bartender and Bar Manager

Utilized high levels of energy and superior multi tasking abilities to quickly fill drink orders in an extremely fast paced environment. Carefully check id's of all customers to ensure compliance to state alcohol regulations. Continually stock bar with glasses, ice, liquor, garnishes and other supplies. Maintain inventory and high levels of cleanliness. Pour mixed drinks, take payments, and wait on guests sitting at the bar.

*Created several new drinks that have become extremely popular with regular guests.

Longhorn Steakhouse- Belton, MO from 08/2006 to 11/2009
Server/ Bartender/Supervisor

Described menu items/daily specials in detail and provided recommendations when requested. Accurately relayed the various ingredients and cooking methods employed. Handled cash, bussing tables, and input orders. Handled weekly inventory and vendor relations to ensure the timely and cost-effective purchasing of food, beverages, liquor, beer and small wares. Combined ingredients to make cocktails and drinks, collected expense and operated the cash register, provide food to clientele placed at bar, checked id of guests to make certain that they met age requirements for purchasing alcoholic beverages.

Famous Dave's BBQ- Wichita, KS from 06/2005 to 07/2006

Server/Catering/Lead Trainer

Provided superior guest service, friendliness, and restaurant cleanliness using the restaurants proven system and routines. Promptly greeted guests and took orders. Trained newly recruited staff. Served as point of contact for clients; communicate with vendors for additional services and billing. Created service plan for events, organized setup and cleanup of functions.

Love Box Inc- Independence, MO from 06/2004 to 01/2005 General Labor

Routinely cut metal in to scrap, loading and unloading it. Build shelving and repair any basic maintenance issues around the warehouse. Would routinely lift 25 to 150 lbs throughout the day. Extensive use of basic hand tools and knowledge of how to use those tools.

References

David Crabtree
Former Owner and Manager of Guicho's
(816) 807-9376
Lisa Paxton
Service/Bar Manager at Longhorn Steakhouse
(816) 442-1264
Richard Stucky
Service Manager at Famous Dave's BBQ
(316) 258-3886